

REQUEST FOR QUOTATION (RFQ)

TO: ALL PROSPECTIVE OFFERORS

FROM: Contracting Officer
Office of Contracting and Procurement
Washington, DC 20001

RFQ NO.: DCTO-2007-R-0047

CAPTION: Office of Unified Communications E911-Database
Management Services

Issue Date: March 27, 2007

Submission Date: April 17, 2007

Time: 2:00 pm

HARD COPY QUOTES ARE REQUIRED

Submit one original and three (3) copies

ADDRESS AND DELIVER QUOTES TO:

Office of Contracting and Procurement
Bid Room, Attn: William Sharp/Melford Brown
441 4th Street NW, Suite 703 South
Washington, DC 20001

Marked Solicitation No.: DCTO-2007-R-0047
Due Date: April 17, 2007
Time: 2:00pm

The Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) hereby submits this RFQ for contractor(s) to provide all services or supplies in accordance with the attached Statement of Work (SOW).

1. SERVICES/SUPPLIES REQUIRED

Work shall be performed in accordance with the SOW attached hereto and such SOW shall be made a part of any resultant Order Agreement.

2. DCSS or FSS CONTRACT NUMBER

Please identify if your offer is submitted under a District of Columbia Supply Schedule (DCSS) or a General Services Administration Federal Supply Schedule (FSS) contract.

3. PERIOD OF PERFORMANCE

The Period of Performance shall be from Date of Award to September 30, 2007 with four (4) one-year Option Periods.

4. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government **only** by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

William Sharp
Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street NW, Suite 930 South
Washington, DC 20001

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- 5.1** The COTR is responsible for the technical administration of the contract and advising the contracting officer (CO) as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in writing by the CO.
- 5.2** It is understood and agreed that the COTR **shall not have** the authority to make changes in the specifications/scope of work or terms and conditions of the contract.
- 5.3** **The Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the CO, and may be denied compensation or other relief for any additional work performed that is not so authorized, and may**

also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

6. ADVISORY AND ASSISTANCE SERVICES

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the contractor and/or the contractor’s employees:

- (1) shall perform the services specified herein as independent contractors, not as employees of the District government;
- (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract;
- (3) shall be free from supervision or control by any District government employee with respect to the manner or method of performance of the services specified; but
- (4) shall, pursuant to the District government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the
- (5) duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objective.

7. COMPENSATION AND PAYMENT

- 7.1** For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the final negotiated or accepted price.
- 7.2** The District shall make payments in accordance with the terms of the contract upon the submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in the contract.
- 7.3** The District shall pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

8. INVOICE SUBMITTAL

- 8.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the contract. Invoices shall be prepared in triplicate and submitted to the Agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in No. 5.1. The address of the CFO is:

Chief Financial Office
Office of the Chief Technology Officer
Attn: Accounts Payable
441 4th Street NW, Suite 930 South
Washington, DC 20001
Telephone: 202-727-2277
Fax: 202-727-1679

- 8.2** To constitute a proper invoice, the Contractor shall submit the following information:
- 8.2.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
 - 8.2.2** Contract number and Encumbrance Code. Assignment of an invoice number by the contractor is also recommended;
 - 8.2.3** Description, price, quantity, dates and the percent (%) of work actually performed;
 - 8.2.4** Other supporting documentation or information, as required by the Contracting Officer;
 - 8.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
 - 8.2.6** Name, title, phone number of person preparing the invoice;
 - 8.2.7** Name, title, phone number and mailing address of person; and
 - 8.2.8** Authorized signature.

9. ATTACHMENTS

9.1 Schedule B-Supplies or Services and Price

9.2 Statement of Work

9.3 Tax Affidavit

9.4 Wage Determination